

Office of State Uniform Payroll  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

June 13, 2017

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2017-47

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2017 ends June 18, 2017 with payroll direct deposits and checks for the June 23, 2017 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2017 payroll transactions will be processed through LaGov HCM for the pay period ending June 18, 2017.

**NOTE: The off-cycle workbench will be locked Wednesday, June 28 at 2:00 p.m. and remain locked until Wednesday, July 5, 2017 for the fiscal year end close.**

Off-cycle processing for fiscal year 2017 must be processed through the system by 2:00 p.m. Wednesday, June 28, 2017. Fiscal year 2017 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 28, 2017 in order to be charged to fiscal year 2017. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2018 in AFS. **Agencies planning to issue any lump-sum payment for fiscal year 2017 to an employee with an active child support garnishment should review the "Employees Receiving Lump-Sum Payments with Active Child Support" procedure on the [OSUP Website Procedures](#) page and contact the OSUP Garnishment Unit as soon as possible. These payments are subject to delay due to the states' legal mandates.**

**All J5 rejects in AFS for the June 23, 2017 payday and for off-cycles processed through Wednesday, June 28, 2017 must be corrected (in PEND3 status) by 9:00 a.m. Friday, June 30, 2017 in order to be charged to fiscal year 2017 in AFS.**

**Reminder: Payroll processing for the first payday of fiscal year 2018 will take place on Monday, July 3, 2017.**

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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